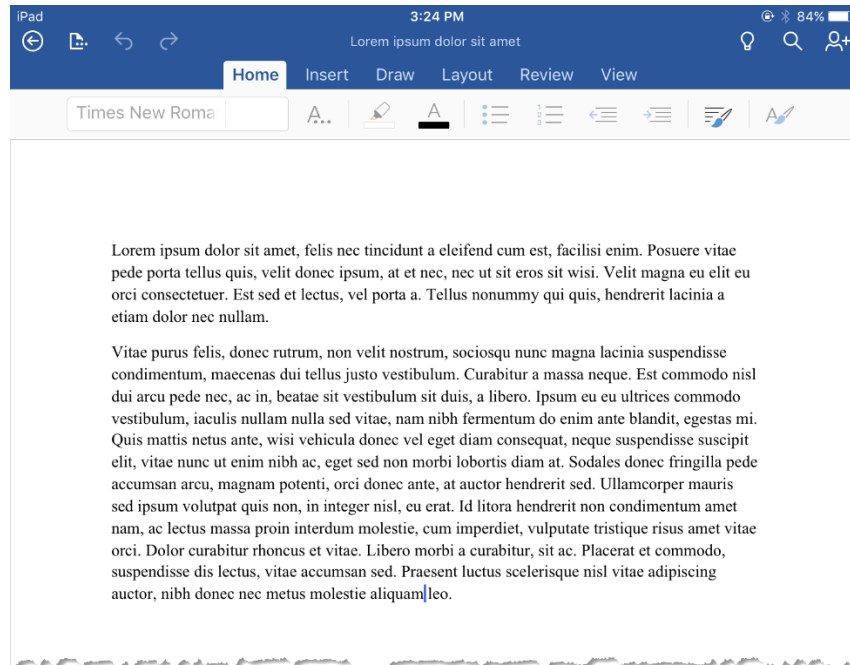


Printing with PaperCut

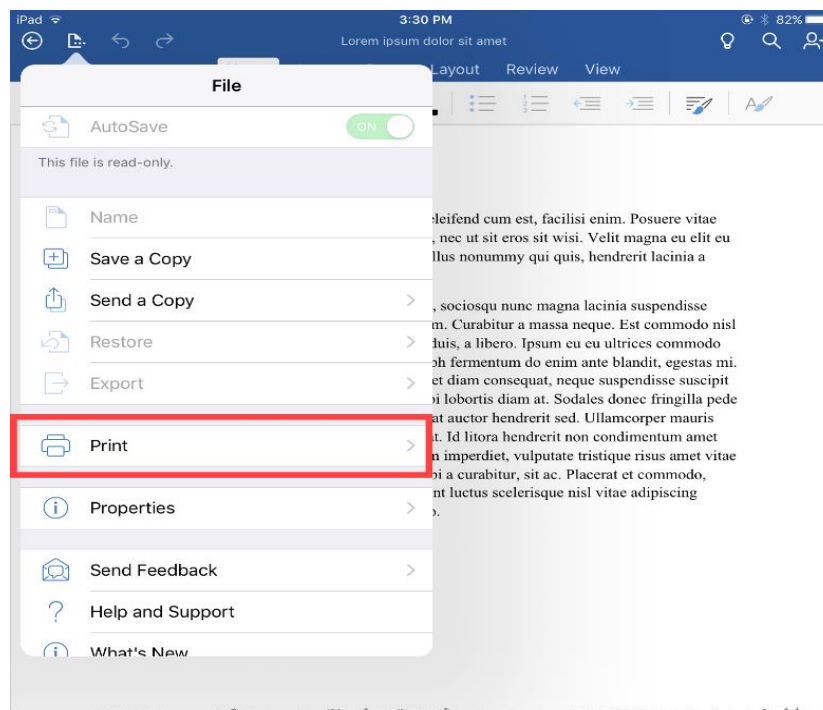
Your Personal iPads and iPhones

Printing

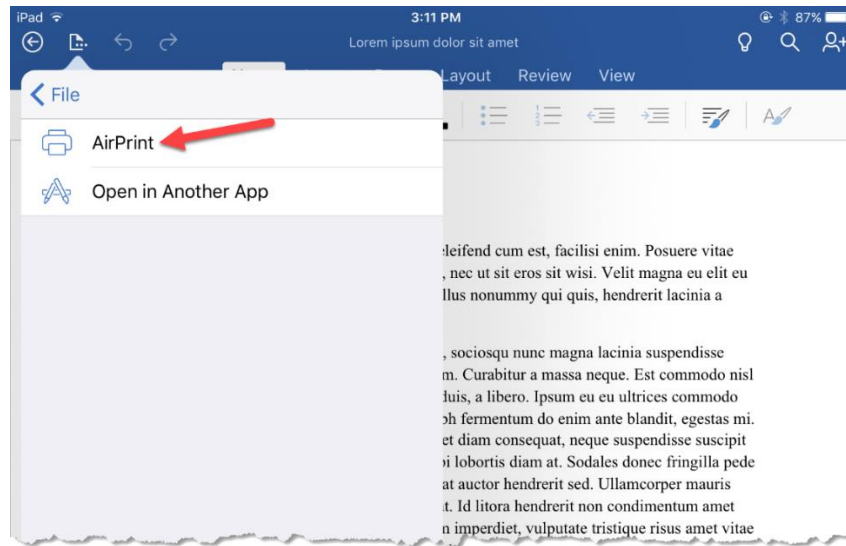
1. Confirm you are on either the “IIT-Secure” or “eduroam” wireless network or an Illinois Tech wired connection.
2. Open a document, PDF, web site, etc.



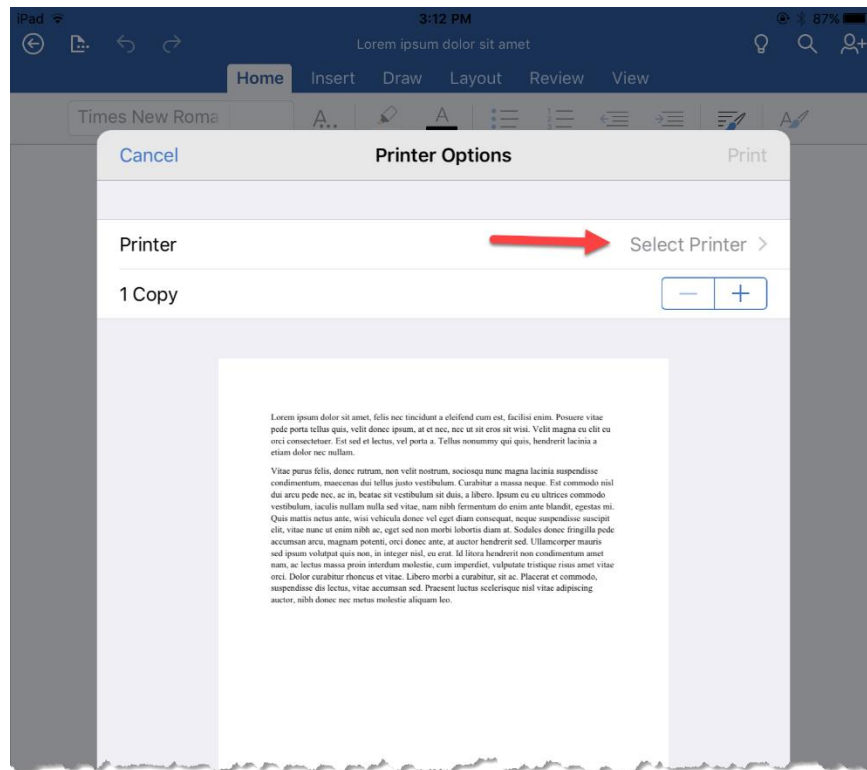
3. Tap “Print” from the applications menu.



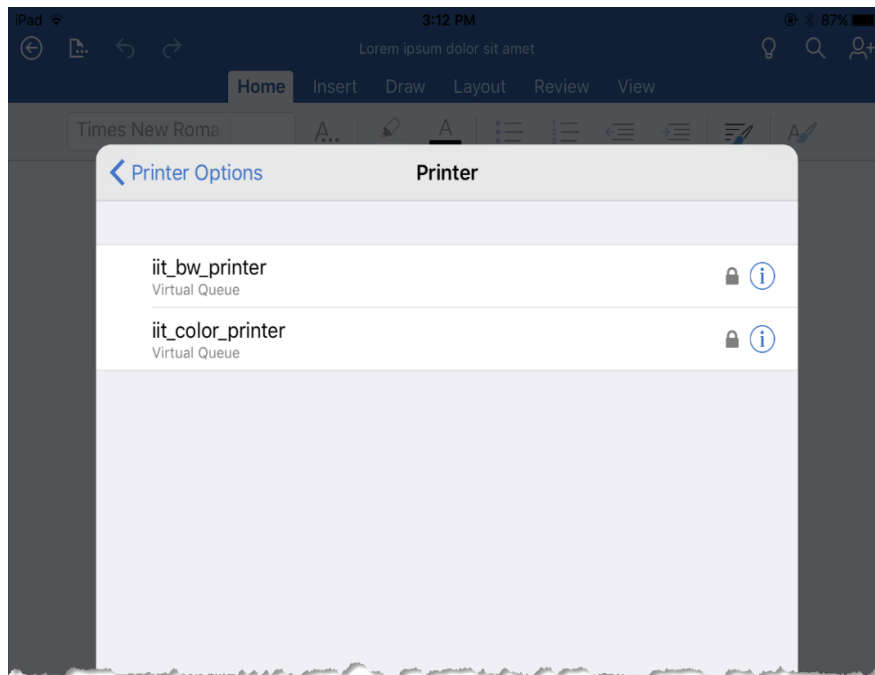
4. Tap “AirPrint.”



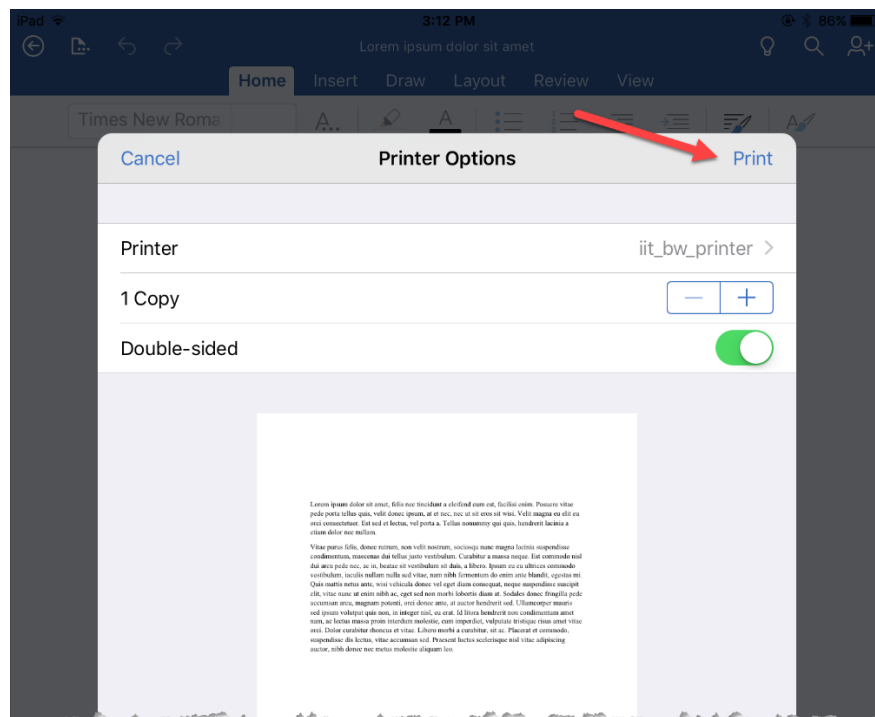
5. Tap “Print.”



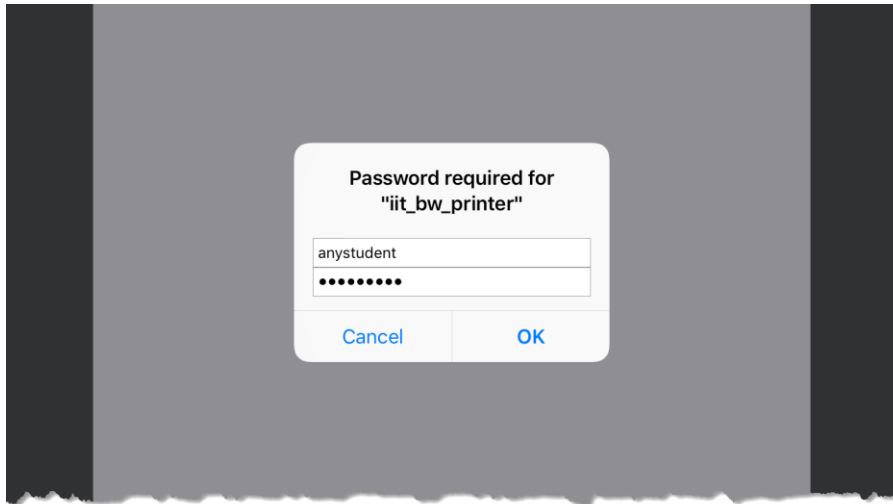
6. Select the printer that best suits your needs.
 - a. iit_bw_printer for black and white only
 - b. iit_color_printer for color



7. Click "Print."



8. Enter your Illinois Tech credentials. These are the same credentials you use for the myIIT portal.



9. Log into <https://print.iit.edu>.

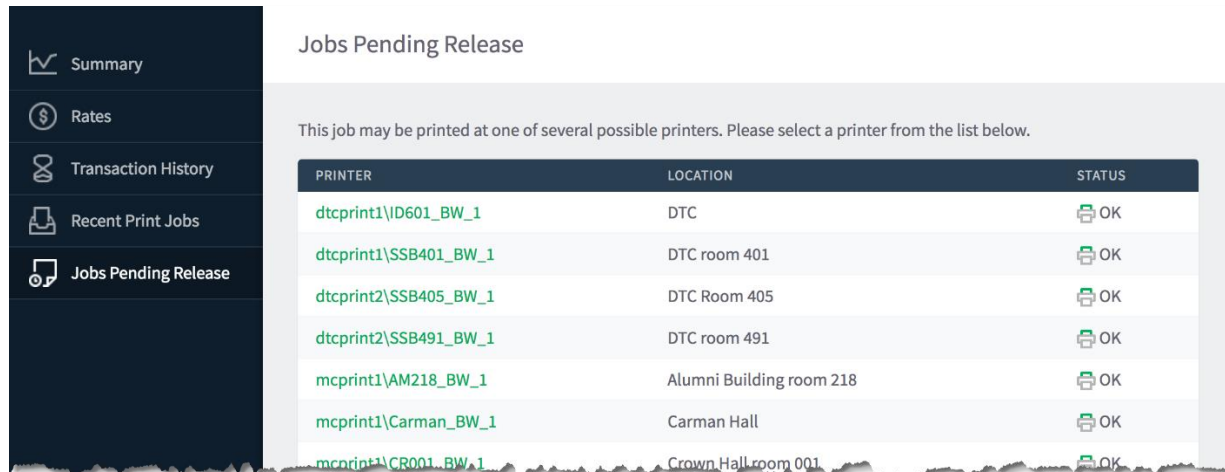
10. Go to the "Jobs Pending Release" tab.

A screenshot of the "Jobs Pending Release" page. On the left is a dark sidebar with navigation options: Summary, Rates, Transaction History, Recent Print Jobs, and Jobs Pending Release (highlighted with a red box). The main content area shows "Jobs Pending Release" with a status of "1 job pending release with cost \$0.05" and "Auto refresh (39) Refresh Now". Below this is a table with columns: SUBMIT TIME, PRINTER, DOCUMENT, CLIENT, PAGES, COST, and ACTION. A red arrow points to the "[print]" link in the ACTION column of the first row.

SUBMIT TIME ↓	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
Aug 18, 2017 12:02:03 PM	mcmobile1\IIT_BW_Printer	Microsoft Word - ... dolor sit amet.docx		1	\$0.05	[print] [cancel]

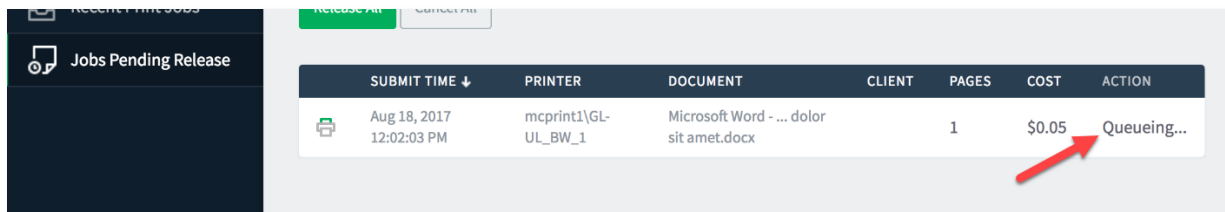
11. It may take up to 30 seconds for the document to appear. After it appears, click/tap "print" under the "ACTION" column.

12. Select the printer from which you wish to pick up your document.



PRINTER	LOCATION	STATUS
dtcprint1\ID601_BW_1	DTC	OK
dtcprint1\SSB401_BW_1	DTC room 401	OK
dtcprint2\SSB405_BW_1	DTC Room 405	OK
dtcprint2\SSB491_BW_1	DTC room 491	OK
mcprint1\AM218_BW_1	Alumni Building room 218	OK
mcprint1\Carman_BW_1	Carman Hall	OK
mcprint1\CR001_BW_1	Crown Hall room 001	OK

13. The “ACTION” column will change to “Queueing” until the system refreshes the queue and then it disappears from the tab.



SUBMIT TIME ↓	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
Aug 18, 2017 12:02:03 PM	mcprint1\GL- UL_BW_1	Microsoft Word - ... dolor sit amet.docx		1	\$0.05	Queueing...

14. Go to the printer you selected and your document will be waiting for you.

If you need assistance, please contact:

The OTS Support Desk

Phone: 312-567-3375 (x7DESK)

Email: supportdesk@iit.edu

In-person: Galvin Library, Upper Level